

GEORGIA DEPARTMENT OF LABOR
ADMINISTRATIVE SERVICES
FACILITIES AND SUPPORT SERVICES
RECORDS MANAGEMENT AND CONTROL

Application Number

APPLICATION FOR
AMENDMENT TO RECORDS RETENTION SCHEDULE

Application Date: June 19, 1986

FOR STATE RECORDS MANAGEMENT DIVISION USE

Date Received Application No. Date Completed

OCT 14 1986

77-48-A FEB 4 1987

DEC 1 1986

Record Series Title: 77-48A Appeal Decision File.

Person to Contact: Margaret Herring

Item number to be amended: 12

Telephone No. 656-3035

Reads as follows: Record Copy - At the end of each Month cut off file; send to State Archives for permanent retention.

Reference Copy - Cut off file at end of each Calendar year; hold in current file area 3 years, then destroy.

Amended to read: Record Copy - At end of each Month send to State Archives for permanent retention.

Reference Copy - Cut off file at end of each Month; hold in Current files area 6 Months, then transfer to State Records Center, hold 3 years then destroy, on completion of all audit requirements, claims and /or litigation.

Reason for change: Due to reduction in space in the rearrangement of the Appeal section.

AUTHORITY:

Division Director/Designee:

Date

Records Management Officer (RM&C):

Date

Chief, Records Management and Control:

Date

Assistant Commissioner (Administration):

Date

State Auditor/Designee:

Date

Secretary of State/Designee:

Date

Attorney General/Designee:

Date

4374-20
12
APPLICATION FOR RECORDS RETENTION SCHEDULEOFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 1-17-79	1. Agency Address Georgia Department of Labor Unemployment Insurance Services Appeals Tribunal Room 184, Labor Building Atlanta, Georgia 30334	Application Number 77-48-A	
Application Number DL-039		Date Received JAN 19 1979	Date Completed FEB - 5 1979
2. Person to Contact Ann Smith		Working Title Office Manager	Telephone Number 656-3035
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 77-48 Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1939 Latest Forward		5. Records Series Title (followed by title used in office; if different) Appeal Decision File	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The function of the Unemployment Insurance Division is to implement the Georgia Employment Security Law which requires that legal entities employing workers in Georgia report and pay taxes on wages of such workers; and to subsequently pay unemployment insurance benefits to such covered workers when they become unemployed through no fault of their own and when they comply with certain eligibility requirements of the law. Under the Georgia Employment Security Law, claimants and employers have right to appeal any administrative determination. * ** *** **** *** ** Administers appeals under UC, UCFE, UCX, SUA, EB, FSB Programs. Appeals Tribunal conducts hearings and renders administrative decisions on issues under established appeals procedures. *Unemployment Compensation **Unemployment Compensation Federal Employees ***Unemployment Compensation X-Service Men ****Special Unemployment Assistance *****Extended Benefits *****Federal Supplemental Benefits			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Unemployment Insurance Appeals of Monetary and Non-Monetary Determinations Included are: Board of Review Decisions Referee Decisions. File is arranged: File is arranged in sequence by docket number.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old 150; Seven to twelve months old 100; Thirteen to twenty-four months old 60; twenty-five months and older 20?			
9. Annual Rate of Accumulation of Records Letter-size drawers; Legal-size drawers; Shelves 2; Other (specify)			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|----------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 3 _____ years. |
| c. Federal law | 3 _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Part V Section 9193 of Federal Employment Security Manual (attached).

Based upon standard of disposition of their claims department documents.

*O.C.G.A. 34-8-175 requires that a copy of each decision by appeals referees and the Bd. of Review be sent to the State Depository (Archives) to be made available for public use.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other SEE BELOW then,

- ☒ Hold in the current files area _____ month(s) 3 year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

At the end of each month send Library copy to State Archives for permanent retention.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	1-17-79	<i>[Signature]</i>	1-17-79
State Records Committee (Signature)			
State Auditor/Designee		<i>[Signature]</i>	2-1-79
Secretary of State/Designee		<i>[Signature]</i>	1-31-79
Attorney General/Designee		<i>[Signature]</i>	2-2-79

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to:
Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334,
Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 1-7-77	1. Agency Address Georgia Department of Labor Unemployment Insurance Services Division Appeals Tribunal Room 184, Labor Building Atlanta, Georgia 30334	Application Number 77-48	
Application Number DL-039		Date Received JAN 11 1977	Date Completed JAN 24 1977

2. Person to Contact: **Margaret Kohn** Working Title: **Management Analyst** Telephone Number: **656-3070**

3. Action Requested

- a. ☒ Establish Retention Schedule; record will continue to accumulate.
b. ☐ Dispose of present accumulation; no further accumulation anticipated.
c. ☐ Amend Application No. _____ Check One: ☐ Change; ☐ Supersede; ☐ Void

4. Dates of Series		5. Records Series Title (followed by title used in office; if different)
Earliest	Latest	
1939	Forward	Appeal Decisions File

6. Division and Office Function What is the function of the Division and the Office in which this record series is created?
The function of the Unemployment Insurance Division is to implement the Georgia Employment Security Law which requires that legal entities employing workers in Georgia report and pay taxes on wages of such workers; and to subsequently pay unemployment insurance benefits to such covered workers when they become unemployed through no fault of their own and when they comply with certain eligibility requirements of the law.
Under the Georgia Employment Security Law, claimants and employers have right to appeal any administrative determination.

Administers appeals under UC, UCFE, UCX, SUA, EB, FSB Programs. Appeals Tribunal conducts hearings and renders administrative decisions on issues under established appeals procedures.
*Unemployment Compensation **Unemployment Compensation Federal Employees
Unemployment Compensation X-Service Men **Special Unemployment Assistance
*****Extended Benefits *****Federal Supplemental Benefits

7. Record Series Description This file contains the following documents (include form numbers and titles, if any):
Attach samples of the file.
Documents relating to: Unemployment Insurance Appeals of Monetary and Non-Monetary Determinations.
Included are: Board of Review Decisions
Referee Decisions.

File is arranged: File is arranged in sequence by docket number.

8. Monthly Reference Rate How often are records referred to which are:
One to six months old 150; Seven to twelve months old 100; Thirteen to twenty-four months old 60;
twenty-five months and older 20?

9. Annual Rate of Accumulation of Records
Letter-size drawers _____; Legal-size drawers _____; Shelves 2; Other (specify) _____

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|----------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 3 _____ years. |
| c. Federal law | 3 _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Part V Section 9193 of Federal Employment Security Manual (attached).
Based upon standard of disposition of other claims department documents.

12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

☒ Hold in the current files area _____ month(s) 3 _____ year(s); then,

☐ Transfer to local holding area; hold _____ year(s); then

☐ Transfer to State Records Center; hold _____ year(s); then

☒ Destroy.

☐ Transfer to State Archives for permanent retention.

☐ Other (Specify) _____

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
	1-7-77		1-7-77
		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	1-10-77
		Secretary of State/Designee	1-17-77
		Attorney General/Designee	1-21-77